



Salem Free Public Library

Senior Assistant Librarian Job Description

GENERAL STATEMENT OF DUTIES:

- Performs all the duties and functions as outlined in the Assistant Librarian job description
- Prepares fines and overdue notices, sending them out and performing all follow-up work
- Manages operations and personnel in the Head Librarian's absence
- Monitors volunteers
- Assists with keeping of records and statistics
- Assists in selection of library materials and office supplies
- Participates in job-related activities of professional and community organizations, workshops, and conferences
- Performs other tasks as assigned by the Head Librarian

QUALIFICATIONS :

- High school graduate
- Library Technical Assistant (LTA) certification or three years library work experience
- Excellent customer service and communication skills
- Strong computer skills